

Safety Attribute Inspection (SAI) Data Collection Tool
3.1.8 Carriage of Cargo (OP)
Revision#:3 Revision Date:09/15/2009

ELEMENT SUMMARY INFORMATION

Scope of Element:

Purpose (operator's responsibility): To ensure that cargo handling and carrying operations are conducted safely.

Objective (FAA oversight responsibility): To determine if the operator's Carriage of Cargo process:

- Meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies,
- Incorporates the safety attributes, and
- Identifies any shortfalls in the operator's Carriage of Cargo process.

Specific Instructions:

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SUPPLEMENTAL INFORMATION

Regulatory Requirements:

A.522, Operations Specifications
25.561, General
119.43, Certificate holder's duty to maintain operations specifications.
121.135, Manual contents
121.198, Cargo service airplanes: Increased zero fuel and landing weights.
121.221, Fire precautions.
121.285, Carriage of cargo in passenger compartments
121.287, Carriage of cargo in cargo compartments.
121.309, Emergency equipment.

Related CFRs & FAA Policy/Guidance:

Related CFRs:

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FAA Policy/Guidance:

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SAI SECTION 1 - PROCEDURES ATTRIBUTE**Objective:**

The questions in this section of the SAI will help verify that the operator's documented procedures identify who, what, when, where, and how those procedures are accomplished. These procedures must allow all personnel to perform their duties and responsibilities with a high degree of safety.

14 CFR part 121.135(a)(1)

Tasks

	The inspector shall accomplish the following tasks:
1	Review the information listed in the Supplemental Information section of this SAI.
2	Review the duties and responsibilities for management and other personnel who accomplish the processes associated with this element.
3	Review the documentation of the processes associated with this element.

Questions

1.1	<p>When an airplane identified in 14 CFR part 121.198 is operated for cargo service only, do procedures specify that the airplane may be operated at increased zero fuel and landing weights, per the requirements of 14 CFR part 121.198(b) thru 14 CFR part 121.198(g)?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.198 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2	<p>Does the Carriage of Cargo process specify that when carrying cargo in a bin in the passenger compartment, the bin may not be installed in a position that restricts access to or use of any required emergency exit, or of the aisle in the passenger compartment?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.285(b)(5) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3	<p>Does the Carriage of Cargo process specify that when carrying cargo in a bin in the passenger compartment, the bin is not installed in a position that obscures any passenger's view of the seatbelt sign, no smoking sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.285(b)(8) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4	<p>For operations where cargo is carried aft of a bulkhead or divider in any passenger compartment, does the Carriage of Cargo process specify that cargo must be restrained to specified load factors?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 25.561; 121.285(c) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.5	<p>For operations where cargo is carried aft of a bulkhead or divider in any passenger compartment, does the process specify that the cargo must be properly secured by a safety belt or other approved tiedown having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions and it is packaged or covered in a manner to avoid possible injury to passenger compartment occupants?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.285(c)(1); 121.285(c)(2) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6	<p>For operations where cargo is carried aft of a bulkhead or divider in any passenger compartment, does the process specify that the cargo must be loaded so that its location does not restrict access to or use of any required emergency or regular exit, or of the aisle in the passenger compartment; and that it is positioned to not obscure any passenger's view of the seatbelt sign, no smoking sign, or required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.285(c)(4); 121.285(c)(5) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7	<p>When cargo is carried in a cargo compartment that requires entry of a crewmember to extinguish an in-flight fire, do procedures specify that the cargo be loaded so as to allow the crewmember to reach all parts of the compartment with a hand fire extinguisher?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.287 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8	<p>If the aircraft has a Class A cargo compartment, do procedures specify that at least one hand fire extinguisher be available for each compartment?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.221(b) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9	<p>If the aircraft has a Class B cargo compartment, do procedures specify that at least one hand fire extinguisher be available for each compartment?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.221(c)(2) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.10	<p>If the aircraft has a Class E cargo compartment, do procedures specify that at least one hand fire extinguisher be conveniently located in each compartment and be accessible to a crewmember during flight?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.309(c)(2) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.11	<p>Are there procedures for the proper loading and stowage of United States Air Force (USAF) supplied medical equipment and supplies?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	Updated: Rev # 3 on 09/15/2009 SRRs: A.522d Kind Of Question: Flag, Supplemental, Domestic	
1.12	Does the manual include a requirement to comply with the Operations Specifications related to this element including excerpts, references, compliance requirements, or other information that will keep employees informed of the impact on their duties and responsibilities? Updated: Rev # 3 on 09/15/2009 SRRs: 119.43(b); 119.43(c) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13	Does the manual contain policies and procedures that include the duties and responsibilities for personnel involved with this element? Note(s): <i>This includes personnel, in addition to those required by 14 CFR part 119, who have authority and responsibility for processes covered by this element.</i> Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(2) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14	Does the manual refer to the appropriate sections of 14 CFR, and are the procedures consistent with the appropriate 14 CFR references or Operating Certificate concerning this element? Note(s): <i>Procedures for Flag and Supplemental operations must be consistent with applicable foreign regulations as well.</i> Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(a)(4); 121.135(b)(3) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15	Does the manual contain general policies that require compliance with the SRRs? Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(1) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE**Drop-Down Menu**

1.	No policy, procedures, instructions, or information specified.
2.	Procedures or instructions and information do not identify who, what, when, where, how.
3.	Policy, procedures, or instructions and information do not comply with CFR.
4.	Policy, procedures, or instructions and information do not comply with FAA policy and guidance.
5.	Policy, procedures, or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen Charts, etc.).
6.	Policy, procedures, or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Policy, procedures, or instructions and information inconsistent across certificate holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).

9.	Policy, procedures, or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE

Objective:

The questions in this section of the SAI will help determine if controls (i.e. checks and restraints) are designed into the processes associated with this element to ensure policies and procedures are followed to achieve desired results.

Tasks

The inspector shall accomplish the following task:

- 1 Review the policies, procedures, instructions, and information to understand the controls associated with this element.

Questions

2.1	Is there a control in place to ensure if cargo was carried in the passenger compartment, was it positioned in a way that did not restrict access to or use of any required emergency exit (or, if not in a bin, to any regular exit), or to the aisle in the passenger compartment, except as provided in 14 CFR part 121.285(d)? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.2	Is there a control in place to ensure if cargo was carried in the passenger compartment, was it positioned so that it did not obscure any passenger's view of the seatbelt sign, no smoking sign, or any required exit sign, unless an auxiliary sign or other approved means of notification was provided? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.3	Is there a control in place to ensure if cargo was carried aft of a bulkhead/divider in the passenger compartment, was the cargo restrained by a safety belt or other tiedown having enough strength to eliminate the possibility of shifting under normally anticipated flight and ground conditions and was the cargo packaged or covered to avoid possible injury to passengers and passenger compartment occupants? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4	Is there a control in place to ensure if the aircraft has a Class A cargo compartment, was at least one hand fire extinguisher available for each compartment? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5	Is there a control in place to ensure if the aircraft has a Class B cargo compartment, was at least one hand fire extinguisher available for each compartment? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.6	<p>Is there a control in place to ensure if the aircraft has a Class E cargo compartment, was at least one hand fire extinguisher conveniently located for use in each compartment and accessible to crewmembers during flight?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7	<p>Is there a control in place to ensure if cargo was carried in cargo compartments that are designed to require the entry of a crewmember to extinguish any fire that may occur during flight, was the cargo loaded so as to allow a crewmember to effectively reach all parts of the compartment with the contents of a hand fire extinguisher?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify who, what, when, where, how.
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

Objective:

Process measurements ensure the operator uses an internal evaluation function to detect, identify, and eliminate or control hazards and the associated risk. For airworthiness elements this is a required function of operator's Continuing Analysis and Surveillance System (CASS), required by 14 CFR part 121.373. The director of safety and the quality assurance department often work together to accomplish this function for the operator. Negative findings could require amendments to the safety/internal evaluation program or CASS audit forms or checklists.

Tasks

	The inspector shall accomplish the following tasks:
1	Review the control questions in Section 2 of this SAI.
2	Review the operator's policies, procedures, instructions, and information to gain an understanding of the process measurements accomplished for this element.

Questions

3.1	<p>Are there process measurements that evaluate whether the operator's policies, procedures, and controls are achieving the desired results?</p> <p>Note(s): <i>Inspectors should refer to the controls in section 2 of this SAI for possible process measurements for this element.</i></p> <p><i>Persons engaged in this process should have a method for identifying undesired results.</i></p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2	<p>Do the operator's process measurements assess the performance of the processes associated with this element?</p> <p>Note(s): <i>Verify audits exist to measure this elements performance.</i></p> <p><i>Verify audits are scheduled for this element.</i></p> <p><i>Verify audits ensure everyone, including all outsource providers; comply with the operator's program, manual and all applicable regulations and statutes.</i></p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3	<p>Does the operator's program require the documentation of process measurement results?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4	<p>Does the operator's program describe how the process measurement results are used to improve the ability to achieve the desired results?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	
3.5	Does the organization that conducts the process measurements have direct access to the person with responsibility for this element? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 4 - INTERFACES ATTRIBUTE

Objective:

Data collected in this section helps determine if the operator manages the interfaces (i.e. interactions) associated with this element. Interfaces occur in a procedure where the responsibility for accomplishing work is transferred from one person, work group, or organization to another. Procedures must be detailed enough to ensure the smooth transfer of work and information.

Tasks

	The inspector shall accomplish the following task:
1	Review interfaces associated with the processes for this element.

Questions

4.1	Where interfaces exist in this element, are the procedures written in enough detail to preclude a breakdown or discontinuity in the activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
	Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	

SAI SECTION 4 - INTERFACES ATTRIBUTE

Drop-Down Menu

1.	No interfaces specified.
2.	The following interfaces not identified within the certificate holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE	
Objective: Data from questions in this section will help the determine if there is an identifiable, qualified, and knowledgeable person who is: <ul style="list-style-type: none"> • Responsible for the process, • Answerable for the quality of the process, and • Has the authority to establish and modify the process. 	
Tasks	
	The inspector shall accomplish the following tasks:
1	Identify the person(s) who has overall responsibility for this element.
2	Identify the person(s) who has the authority to revise the procedures associated with this element.
3	Review the duties and responsibilities of the above person(s).
4	Review the appropriate organizational chart.

Questions		
5.1	Is an individual(s) identified who is responsible for the quality of the procedures associated with this element? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.2	Is an individual(s) identified who has the authority to establish and modify the policies, procedures, instructions, and information associated with this element? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.3	Are duties and responsibilities documented for those who manage the procedures associated with this element? Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(2) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4	Does the operator document the procedures for delegation of authority for this element? Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE Drop-Down Menu	
1.	Not documented.
2.	Documentation unclear.

3.	Documentation incomplete.
4.	Other.